



MOH Portal

User Manual- First Form of External Transfer Request

1- External Transfer Form 1

This part to be filled by transfer seeker	A- Transfer Seeker Data							
	Name		Civil Register					
	Job		Rank & No.					
	Beginning of service		Qualification					
	Current Employer		Specialization		General			
					Minor specialization			
	Transfer Destination		Ministry Pledges		Scholarship	Internal Scholarship		Other
	Scholarship Period		Beginning time:	From				
				TO				
	Reasons of Transfer Request							
1-.....								
2-.....								
3-.....								
4-.....								
Transfer Seeker Name:..... Signature:..... Date / / 143 H								
This part to be filled by the	B- Employers Decision							
	Approval 			Disapproval 				
	Justifications:							
Current Employer's Director Name:..... Signature:..... Date / / 143 H Stamp								

All fields must be filled accurately

Fig. 1 External Transfer Form 1

Name	This field is used to write the name of the employee seeking external transfer
Civil Register	This field is used to write the civil register of the employee seeking External Transfer
JOB	This field is used to write title of the job of the employee seeking External Transfer
Rank and No.	This field is used to write rank numbers of the employee seeking External Transfer
Service start	This field is used to write the date of starting service of the employee seeking External Transfer
Qualifications	This field is used to write the scientific qualification the employee seeking

	External Transfer
Current Employer	This field is used to write the name of the current employer of the employee seeking External Transfer
Specialization	This field is used to write the name of the minor specialization of the employee seeking External Transfer
Transfer Destination	This field is used to write the name of the transfer destination of the employee seeking External Transfer
Ministry Pledges	This field is used to write Ministry Pledges for the 1- Scholarship 2- Internal scholarship 3- Other
Duration of the Scholarship and Internal Scholarship	This field is used to write specific period of the scholarship for the employee seeking External or Internal Transfer
Period Start	This field is used to write the date of starting specific period of the employee seeking External or Internal Transfer
Transfer Request Reasons	This field is used to write reasons of transfer request for the employee seeking External or Internal Transfer
Name of Transfer Seeker	This field is used to write the name of the employee seeking External or Internal Transfer
Signature	This field is used for the signature of the employee seeking External or Internal Transfer
Date	This field is used to write the date of issuing the External transfer request of the employees.
Decision of the employer	This field is used to write the decision of the employer of the employee seeking External Transfer
Approval	This field is used to write the approval of the employer of the employee seeking Transfer.
Disapproval	This field is used to write the disapproval of the employer of the employee seeking Transfer.
Justifications	This field is used to write the justifications of the employee seeking External Transfer.
Director of the Current Employer	This field is used to write the name of the director of the current Employer of the employee seeking Transfer.
Name	This field is used to write the name of the director of the current Employer of the employee seeking Transfer.
Signature	This field is used to put the signature of the director of the transfer seeker
Job Title	This field is used to write the job title of the director of the transfer seeker
Date	This field is used to write the date of issuing the form concerning the signature of the director of the transfer seeker
Stamp	This field is used to put the stamp of the department of the seeker of the external transfer.

FIG. 1: FIELDS OF EXTERNAL TRANSFER FORM